



COMMONWEALTH OF KENTUCKY JOB CLASS SPECIFICATION

DEM AREA MANAGER

Job Number: 20000623

Job Code: 21290V161016

Job Group: 2100 - MILITARY AND EMERGENCY PREPAREDNE

Job Established: 06/16/1982

Job Revised: 10/16/2016

Grade: 14 Salary (MIN - MID):

\$18,075-\$23,944 - Hourly

\$2,937.20-\$3,890.90 - 37.5 Hr. Monthly Salary

\$3,133.00-\$4,150.30 - 40 Hr. Monthly Salary

Special Entrance Rate:

NONE

NONE

NONE

PROBATIONARY PERIOD:

This job has an initial and promotional probationary period of 6 months. For additional information refer to: <http://www.lrc.ky.gov/kar/101/001/325.htm>.

CHARACTERISTICS OF THE JOB: *Characteristics of a job are general statements indicating the level of responsibility and discretion of positions in that job classification. These are not intended to be an exhaustive list.*

Plans, organizes, manages, and supervises local Disaster and Emergency Management (DEM) programs in a geographic area of the state; and performs other duties as required.

MINIMUM REQUIREMENTS:

EDUCATION:

Graduate of a college or university with a bachelor's degree.

EXPERIENCE:

Must have two years of experience in disaster operations.

Substitute EDUCATION for EXPERIENCE:

NONE

Substitute EXPERIENCE for EDUCATION:

Administrative experience will substitute for the college education on a year-for-year basis.

SPECIAL REQUIREMENTS (AGE, LICENSURE, REGULATION, ETC.):

Must possess a valid driver's license prior to appointment in this classification. Must maintain any required licensure(s), certification(s), or other credentials for the length of employment in this classification. Employing agency is responsible for ensuring employee possesses and maintains required licensure(s), certification(s) or other credentials.

EXAMPLES OF DUTIES OR RESPONSIBILITIES OF THE JOB CLASSIFICATION: *Examples of duties or responsibilities are not to be construed as describing what the duties or responsibilities of any position shall be and are not to be construed as limiting the appointing authority's ability to assign, or otherwise alter the duties and responsibilities of a position. This is not intended to be an exhaustive list.*

Provides technical assistance to county officials and emergency personnel in the preparation and implementation of local emergency plans. Coordinates and manages response activities at the scene of a disaster or emergency including: initiation and coordination of evacuations and sheltering, distribution of food and medical supplies, supervision of Disaster Assistance Centers and conducts media briefings. Works with federal, state and local personnel in the preparation of Emergency Operations Plans. Prepares area program objectives and participates in mock disasters. Maintains surplus property, records and listings of emergency response personnel. Submits Federal Emergency Management Agency claims for counties. Gathers and compiles information at the scene of a disaster or emergency and reports same to the Director. Presents disaster and emergency preparedness programs to local organizations and schools. Prepares and presents emergency preparedness training programs and/or recruits qualified personnel to assist in training programs. Supervises area office employees. Operates a variety of communications and computer equipment. Works under hazardous conditions during inclement weather for long hours during emergencies and disasters. Reads topographic, aerial and road maps. Analyzes local training needs.

UNIQUE PHYSICAL REQUIREMENTS:

TYPICAL WORKING CONDITIONS: *Incumbents in the job will typically perform their job duties under these conditions.*

Work is performed in a field office setting. Extensive travel is required. Work could be stressful and employee may be subjected to hazardous conditions.

ADDITIONAL REQUIREMENTS:

Upon appointment, employees in this class may be required to maintain a valid driver's license and required to drive a licensed vehicle. This status may be necessary for the length of time in this class. If this is necessary it will be listed in the specific position description for that position. Applicants and employees in this job title maybe required to submit to a drug screening test and background check. Applicants and employees in positions which perform job duties that may require contact with offenders in the custody or supervision of the Department of Corrections or with youth in the care, custody, or supervision of the Department of Juvenile Justice must meet qualifications pursuant to the federal Prison Rape Elimination Act, 28 C.F.R.115.17 and 115.317.

THE COMMONWEALTH OF KENTUCKY DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, RELIGION, SEX, NATIONAL ORIGIN, SEXUAL ORIENTATION OR GENDER IDENTITY, ANCESTRY, AGE, DISABILITY, POLITICAL AFFILIATION, GENETIC INFORMATION OR VETERAN STATUS IN ACCORDANCE WITH STATE AND FEDERAL LAWS.